

Office of the Superintendent

Southborough Public Schools

Temporary Leave of Absence Request Form

In accordance with Article XVII, Sections A (1) & (5), I _____
am requesting to be absent on _____. This request falls into one or more of the
following categories (check all applicable):

_____ Personal day – 48 hours in advance

_____ Personal day after May 15th – 48 hours in advance*

Reason for request: _____

_____ Personal day immediately preceding or following a vacation or holiday – 48 hours in
advance*

_____ Religious holiday – 10 school days in advance*

This absence during school hours is required for:

_____ legal business _____ personal business _____ household matters
_____ family matters _____ sincerely held religious belief

**NOTE: Requests for leave must be made in accordance with the time frames listed above
except in the case of emergency. Personal days may not be taken immediately preceding
or following a holiday or vacation. Requests for personal days immediately preceding or
following a holiday or vacation must be submitted in the form of a letter to the
Superintendent of Schools.**

Employee Signature

Date

Principal Signature

Date

*Requires approval by the Superintendent of Schools

Superintendent of Schools Signature

Date